

MINUTES OF COMMISSION MEETING

Thursday, February 1, 2001

Members Present: Karol Merten, Jan Irvin, Betsy Elam, Patsy Jiminez, Cheryl Smith, Jim Chapman
Members Absent: Dave Jones, Bobby Malone, Yvonne O'Neill
Staff to the Commission: Laura Roberts
Visitors Present: Tom Keeffer, Emily Pangborn, Jane Low, Janet Lasick

1. **Call to Order:** The meeting was called to order by Cheryl Smith at 1:35 p.m. at the Barry Creek Meeting Center, 1345 Paul Bunyan Road, Susanville, California.
2. **Introductions:** All members of the Commission and visitors introduced themselves.
3. **Approval of Minutes:** The minutes were corrected to reflect that Janet Lasick was present at the meeting. Karol Merten moved that the minutes of 01/04/2001 be approved as corrected. Jan Irvin seconded the motion, and the Commission approved the corrected minutes.
4. **Fiscal Report:** The fiscal report was tabled until the next meeting as Jerry Abts is ill.
5. **Children's Oral Health Project:** The formal report of the Oral Health Summit is to be presented on February 15, 2001 at the State Commission Meeting. The report will be presented by Gloria Wyeth, Executive Director of Sierra County Children and Families Commission, as Laura Roberts will not be able to attend the meeting. The report will also contain a request for additional funding from the State Commission in order to continue the efforts of the Oral Health Coalition for an additional year.

Francisco Ramos-Gomez and Laura Roberts will present a report on children's oral health issues, and also the summit, at the Statewide Conference in San Diego. This is an opportunity to share how we did the oral health summit, why we did it, and what we have done since the summit.

Laura explained that an opportunity to be a part of a regional HCFA grant is available. An executive summary of the grant was distributed. Additional funds from each commission are being requested in order to pay for a part time person in each of the four counties involved, that would act as a liaison between dentists, and as a service coordinator to the children being served. The Commission members wanted more information prior to making an additional commitment of funds.

6. **Statewide Conference Attendees:** Those attending the Statewide Conference will be Jan Irvin, Laura Roberts, Yvonne O'Neill. Dave Jones and Betsy Elam expressed interest also but later indicated that neither would be able to make it.
7. **Review and scoring of mini grants:** A mini grant application was presented for review. The

Commissioners felt that it was too much pressure and not enough time to read and comment on the grant applications on such short notice. So they discussed and developed a new procedure for mini grants. Laura is to review the applications as they come in, copy and forward the applications to Commissioners 10 days prior to the meeting. Commissioners are to e-mail, fax, or phone their questions to Laura regarding the applications. Laura is to communicate those questions back to the applicant, obtain answers, and forward the answers back to the commissioners prior to the meeting. Commissioners will at their regular monthly meeting, review and discuss the application for funding, and if there are no further questions, will vote to approve or deny the funding. If there are additional questions, the process will be repeated. Betsy Elam moved that the above procedure be adopted, and Jim Chapman seconded the motion. There was further discussion regarding the process, the Chairman called for a vote, and the motion passed unanimously.

8. **Update on RFA Status:** Several requests for mini grants and full grants have been received. Many questions are being asked, and several copies of the Strategic Plan are being distributed as well as the applications.
9. **Evaluation Conference:** Laura indicated that the evaluation guidelines were scheduled to be released at a conference in Oakland on 2/21/01. Kyle Devine, our project evaluator, is registered to attend the conference.
10. **Set Next Meeting Date, Time, and Tentative Agenda:** The next meeting of the Commission is scheduled to be held on March 1, 2001 at 1:30 p.m. in the Barry Creek Meeting Center at 1345 Paul Bunyan Road, Suite B, Susanville, California. Tentative agenda items are review of mini grants, full grant updates, fiscal report, children's oral health project update, approval of minutes, and statewide conference.
11. **Adjournment:** The meeting was adjourned at 3:00 p.m.

Respectfully Submitted,

Laura J. Roberts
Executive Director